

Archdiocese of Grouard-McLennan

Building and Property Specialist

The Archdiocese of Grouard-McLennan has an exciting opportunity for a new position: Building and Property Specialist. This is a full-time position of 40 hours per week, including some evenings and weekends. It covers properties across the Archdiocese, from the border with BC and NWT to Valleyview and Trout Lake, Wabasca and Calling Lake.

Reporting to the Financial Administrator, this team member will be responsible for identifying issues and concerns regarding and providing support and direction on construction and renovation projects to buildings and properties of the Archdiocese.

The successful candidate will have extensive experience with repairs to and maintenance of a variety of buildings and property; a track record of successful management of construction projects of diverse scope; and the ability to prioritize needs to meet project budgets and other constraints.

Duties

- Maintain an annual schedule for inspection and maintenance for buildings and properties of the Archdiocese, including cemeteries.
- Plan and execute maintenance and repairs on buildings and properties, either personally or by contracting the appropriate tradesperson or professional, as required.
- Assist and liaise with parish priests and councils on repair and maintenance issues and needs for buildings and properties, including cemeteries.
- Develop construction projects following the Archdiocese's tender process and under the direction of the Financial Administrator, for buildings and properties of the Archdiocese.
- Assist and liaise with parish priests and councils with their construction projects, as directed by the Financial Administrator.

Minimum Qualifications

The successful candidate will have:

- Good knowledge of provincial and municipal government regulations regarding land use, building laws and codes
- Some familiarity with project management computer software.
- Physical strength and agility.
- Clean driver's license, personal vehicle in good repair, and ability to tow a utility trailer.

Interested candidates are invited to submit a cover letter and resume by email to jobs.agm@outlook.com or by mail to Archdiocese of Grouard-McLennan, 10301 102 Street, Grande Prairie AB T8V 2W2.